



## Quick Reference: Statewide Ballot Issue Petition Processing

Montana Secretary of State Linda McCulloch  
Elections and Government Services Division

[soselections@mt.gov](mailto:soselections@mt.gov) • [sos.mt.gov](http://sos.mt.gov)

- 1) For detailed steps on preprocessing and processing signature sheets in Montana VOTES, visit [sos.mt.gov/Elections/Officials](http://sos.mt.gov/Elections/Officials). Look under “MT VOTES Training” for “Petition Processing”.
- 2) Check to make sure that both the petition and affidavit are submitted.
- 3) If possible, link the circulator to a voter record; if the circulator is not registered to vote, enter the circulator’s information manually.
- 4) Check each signature. A signature may be counted so long as the signature, taken as a whole, bears sufficient similarity to the signature on the registration card as to provide reasonable certainty of its authenticity.
- 5) Certify the petition using the MT VOTES PM-009 certification, attach the certification to the original petition and affidavit, make copies for your office records, and mail the originals to the SOS by certified mail so that they are received by the deadline.
- 6) Call 406-444-5346 or email [soselections@mt.gov](mailto:soselections@mt.gov) if you have questions about statewide ballot issue petitions.

| Count Signature                 | Do <u>Not</u> Count Signature |
|---------------------------------|-------------------------------|
| Sufficiently Similar Signature  | Non-Matching Signature        |
| Inactive Registrant             | Provisional Registrant        |
| Late Registrant                 | Pending-Incomplete            |
| Non-Matching Address or Phone # | No Address and No Phone #     |

Updated January 31, 2012



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